

United States Chemical Safety and Hazard Investigation Board

Board Action Report

Notation No: 027

Date: February 2, 2000 (**Approved**)

Effective February 2, 2000, the Board hereby votes to detail Ms. Phyllis Thompson for a period not to exceed 120 days to the position of Special Assistant for Policy. She will report directly to Mr. Gerry Poje for the duration of this detail. Mr. Poje will determine the scope of her duties and assignments during this detail.

	<u>Approve</u>	<u>Disapprove</u>	<u>Not Participating</u>
Chairman Paul L. Hill			x
Isadore Rosenthal	x		
Gerald Poje	x		
Andrea Taylor	x		

INTERIM OPERATING PROCEDURES DURING A VACANCY IN THE POSITION OF CHAIRPERSON

During such times that the position of Chairperson is vacant due to resignation or death, the Board shall adhere to the following procedure to insure the orderly continuation of its functions and duties.

Section I- Delegation of Functions

A. Personnel Administration

The Board shall delegate the following functions to one Member:

1. All personnel matters and personnel actions, including, but not limited to the appointment and supervision of staff employed by the Board, except that the appointment of the head of any major administrative unit of the Board requires a majority vote of the Board; and
2. The distribution of business among such personnel and among administrative units of the Board.

B. Use and Expenditure of Funds

The Board shall delegate the following functions to a second Member:

- Supervision and oversight of the use and expenditure of funds, including the power to authorize inter-agency transfers and contracts in an amount between \$2,500 and \$10,000.

C. Conduct Of Board Meetings

The Board shall delegate the following functions to a third Board Member:

- The authority to preside at meetings of the full Board.

D. Submission of Annual Reports

The Board shall delegate the following functions to a fourth Board member:

- The oversight, preparation and submission of an annual report to the President and Congress as required by section 112(r)(6) of the Clean Air Act, 42 U.S.C. § 4712.

E. Restriction on Delegations

Any Member to whom functions are delegated shall be governed in the exercise of those functions by the policies, orders, rules and directives of the full Board.

F. Exclusions

A simple majority vote of the Board according to its quorum and voting rules shall decide all other Board business. Examples of items that must be approved by vote of the full Board includes, but are not limited to, the following:

1. Investigation Reports;
2. Safety Studies;
3. Regulations, rules or procedures of the Board;
4. Budgets;
5. Contracts exceeding \$10,000

Section II- Duration of Delegations

A. Initial Delegation

These delegations shall remain in effect until the earliest of one of the following events occurs:

1. A new Chairperson has been duly appointed by the President by and with the advice and consent of the Senate;
2. A period of 120 days has elapsed from the date of the initial delegation; or
3. A majority of the full Board votes to rescind any or all of the delegations.

B. Extension Of initial Delegation

In the event that 120 days elapse before the Senate confirms a new Chairperson, the full Board may vote to continue or revise the delegations to the individual Members until such time as a majority of the Board votes to rescind the delegations or the Senate confirms a new Chairperson, whichever occurs first.

BY THE CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD

January 14, 2000

